

Village of Montour Falls

408 W Main St Montour Falls, New York 14865
RM Spallone; Building Inspector 111
Cell: 607-738-4323 Fax: 607-535-7076

Event Permit Application Form

Applicant's Name:

Applicant's Address:

Contact Person:

Telephone:

Event Location:

[] same as above

Event dates:

Insurance documentation: NYS Compensation, Business Liability.

Note: The Village is to be listed as additional insured during event

Alcohol: if being served must be in a designated fenced location with supervision, and the proper documentation is to be included with application.

Types of beverage to be served:

Description of event: _____

Signature of Applicant

I hereby certify that the foregoing information (and all information in attached sheets, if any) is true and complete.

Signature of Applicant or Authorized Representatives Signature

DATE

.....
To be completed by Village of Montour Falls Building Inspector

Inspection Required [] YES [] NO

Inspection Performed [] YES Date of Inspection: _____
[] NO

Tests or Reports required to verify compliance? [] YES [] NO

If YES, have Tests or Reports been received? [] YES [] NO

Description: _____

Application(s) Approved: [] YES [] NO

Event Permit Issued By _____

Date Operating Permit Issued: _____ Date Operating Permit Expires: _____

Type/Description of Event Permit: _____

Conditions of Event Permit (list conditions here AND in the space provided in the Operating Permit) : _____

Additional Comments: _____



Village of Montour Falls Event Recycling Guide

Thank you for choosing the Village of Montour Falls for your event. The Village is committed to keeping our community clean and green, and we need your help! Events of all sizes can generate a lot of waste. A 2006 study of 25 different venues and events found that on average 2.44 pounds of waste is generated per person, per day. That's a lot of waste! How can you help? Recycle at your event! Recycling and other waste reduction efforts, such as composting, can have a big impact on the environment. Recycling just one aluminum can saves enough energy to power a television or computer for three hours.

This guide has been provided to you as a resource for evaluating and planning for recycling at your event.

For questions or additional information, please visit the Village's Sustainability Committee's Web Page [Sustainable Montour Falls - VILLAGE OF MONTOUR FALLS](#) or email the Sustainability Committee at sustainablemontourfalls@gmail.com. Thanks again for choosing the Village of Montour Falls for your event. Let's Get Started!

The considerations for recycling at events in Montour Falls vary by event size and location. Please fill out the form below to get started with planning recycling for your event.

1. Event Size:

a. How many attendees do you anticipate will be participating in your event? _____

b. What type of event is it (festival, concert, farmer's market, yard sale, etc.)?

c. Will food/drink be available at your event? _____

d. What is your refill and/or reusable cup/container policy?

2. Estimating Recycling Bin Needs for Your Event:

To understand how many recycling bins are needed for your event, it's important to first estimate your beverage needs. Not only will this help you determine how many bins you need, but it will also help you avoid excess waste and save money by planning ahead. In general, plan for approximately 1 non-alcoholic beverage per person, per hour. Keep in mind that people tend to drink more when it is hot outside, so include extra quantities if you are hosting an outdoor event on a hot day. If you are planning to serve alcoholic beverages, consider your guests and what you are planning to serve. There are several online tools that can help you do this, including:

Evite Beverage Calculator: <https://www.evite.com/pages/party/drink-calculator>

The Drink Calculator: <https://www.thedrinkcalculator.com>

You will also need to consider what type of containers beverages will be served in (cans, bottles, disposable or reusable cups, etc.).

Once you know how many beverages you plan to serve and what they'll be served in (e.g. cups vs. cans and bottles), the next step is evaluating how many recycling bins you need. There are many factors that can influence this such as what type of bin you are using, how long your event is, how often the bins can be emptied, etc. A general, liberal estimate is to plan for one recycling bin per/50 people. Also, recycling should be available next to all trash bins.

Keys to Successful Event Recycling

There are several keys to success when setting up event recycling:

1. Get Support: Gather support from everyone involved. Educate and train staff, vendors and participants. If you have vendors at your event, make sure they are informed about your recycling efforts. Be sure to also designate someone who can be the point person for planning and coordinating the recycling effort and line up volunteers to help.

2. Co-Locate Trash and Recycling Bins: Place a recycling and compost bin, if applicable, next to each trash bin at your event. This will make it easy for your event attendees to recycle their drink container, reduce contamination of the recycling bins, and reduce your trash volumes. Put each recycling and trash station in a visible location where people are going to be throwing away cans and bottles. Think high traffic areas, such as where food and beverages are being consumed, near rest rooms or portable toilet stations, and at exits from the event. In general, waste stations should be no more than 150 feet apart to ensure adequate coverage.

3. Clearly Label Recycling Bins: Make sure recycling bins are easily identifiable, well labeled in English and any other language spoken by a majority of your attendees.

Where to Get Recycling Bins

The Village of Montour Falls provides recycling bins for events held at public locations. The Village also provides composting bins at many locations in the Village, so event producers are asked to encourage vendors, staff, and attendees to use the “lavender” compost bins for all food scraps, if available.

Other Options

For smaller events, where bins might not be provided, or a limited quantity of waste is generated, you may want to consider simply bringing your recycling bin from home or using another type of container to collect materials and take them home or to the recycling center for recycling.

To find locations and more information on recycling visit:

<https://www.schuylercounty.us/DocumentCenter/View/4761/Recycling-Guide>=

Another alternative if you are collecting aluminum cans and bottles at your event is to redeem them for cash. This can be a great way to raise money for your organization.

Other Ways to Make Your Event Green

There are many other ways that you can work to make your event greener.

From waste reduction to encouraging people to walk or bike to your event, every little bit helps. For additional resources and information on what else you can do, visit:

Additional information regarding recycling can be found at [Reuse, Recycle | US EPA](#) and [Recycle Right NY](#).

Event Recycling Requirements:

1. Recycle, trash, and compost receptacles (if applicable) must be easily accessible to vendors and attendees.
2. Appropriate educational and informational signage must be displayed,

3. Event Coordinator/Producer must provide recycling education to staff and volunteers prior to the event.
4. Event Coordinator/Producer must submit Waste Reduction Plan Form to clerk@villageofmontourfalls.com at least 14 days prior to the event.

Additional information regarding recycling can be found at [Reuse, Recycle | US EPA](#) and [Recycle Right NY](#).



This form must be submitted to clerk@villageofmontourfalls.com at least 14 days before your next event. Some line items may not apply to you. Please fill in N/A if a line item does not apply to your event. Event producers are encouraged to refer to [Reduce, Reuse, Recycle | US EPA](#) and [Recycle Right NY](#) for additional information and support.

Event Producer Information:

Name: _____
Company: _____
Email: _____
Phone number: _____
Upcoming event name: _____
Upcoming event date: _____
Upcoming event location: _____
Estimated # of Attendees: _____

Waste Prevention

1. Efforts to purchase event inventory around waste prevention:

a. To prevent contamination in the recycling, please use compostable or reusable foodware containers. Please list each food vendor and the brand of compostable or reusable foodware they will be using. All compostable foodware must be BPI-certified compostable.

b. Will you be reusing signage, event boxes, and other materials (e.g. bin liners) from previous events? Please list materials you plan on saving for future events if applicable.

c. Do your non-foodware items (e.g banners) contain recycled content?

d. Going forward, will you consider purchasing products with recycled content and reuse in mind?

2. Efforts to promote or provide reusable beverage containers:

a. What is your event's reusable cup plan (e.g., cup rental, promo cup purchase, bring your own cup)
